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PACMIRS
Camp Ritchie, Md.

RESTRICTED

July 1945

OPERATIONAL MEMORANDUM)
:
NUMBER 3)

SUBJECT: Requests from Outside Agencies for Documents, Translations, and Information

I. The following procedure will govern requests from headquarters and agencies outside PACMIRS for original Japanese documents, translations and information. Requests of any sort from agencies and sections with which liaison is maintained by the Research Control Officer will be routed to that officer upon arrival at PACMIRS. Requests from agencies having a Liaison Officer at PACMIRS on a full-time basis will be routed to the Liaison Officer concerned. In any case not specifically provided for in the following paragraphs, it shall be borne in mind that the appropriate Liaison Officer or the Research Control Officer must be advised at all stages prior to final filling of the request. All letters of transmittal referred to hereafter will be prepared for the signature of the Chief, PACMIRS or, in his absence, the Deputy Chief.

1. Requests for PACMIRS Numbered Documents

a. If the document is not being processed and is available for loan to the requesting agency, the Document Group will dispatch it with appropriate receipt and letter of transmittal.

b. If the document is not within the section the Document Group will prepare an appropriate letter advising the requesting agency of that fact and indicating what future action will be undertaken at PACMIRS.

c. If the document is being translated, or is the subject of special study or research, the group or section holding it will indicate in an intra-office memorandum how soon the item may be spared as well as any other pertinent facts. The Headquarters Section will prepare and dispatch a letter to the requesting agency in accordance with the intra-office memorandum.

NOTE: In each of the above cases, copies of the letter of advice or letter of transmittal should be distributed within PACMIRS as follows:

1 copy to Document Group
1 copy to Headquarters Section File
1 copy to Liaison Officer concerned (if any)
1 copy to Research Control Officer (if concerned)

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2. Requests for Numbered Documents of Other Agencies (ATIS, JICPOA, SEATIC, SINTIC)

a. If the item is in the possession of PACMIRS and is not being translated or utilized for research purposes, it will be dispatched with a letter of transmittal and appropriate receipt by the Document Group.

b. If the item has been received by the Document Group from the overseas translating section but has since been loaned to another agency, the Document Group will prepare and dispatch an appropriate letter to the requesting agency. This letter will indicate where the document has been sent and when it is to be returned to PACMIRS. If both agencies maintain liaison with PACMIRS through the Research Control Officer, that officer may arrange for a transfer of the document to the agency making the second request. He will obtain and return to the Document Group appropriate receipts.

c. If the document has not yet been received by PACMIRS, the Document Group will record the request in its files. The Headquarters Section will send a request to Military Branch, MIS, for a letter or cable to the overseas agency holding the document. Copies of the memorandum to Military Branch will be sent to the Research Control Officer (if concerned), Liaison Officer (if concerned), WDC, Document Group, and the requesting agency. Headquarters Section will retain one copy for its files.

d. When the document arrives at the Document Group in response to the request, it will be sent to the requesting agency by the Document Group, together with a letter of transmittal and receipt. Copies of this letter will be provided for Headquarters Section file, Research Control Officer (if concerned), and the Liaison Officer.

3. Requests for Translations Already Produced

a. If produced in a publication of another translating agency the request will be routed to the Library. It will pass through the hands of Research Control Officer after coming from an agency with which he maintains liaison, or through other Liaison Officers, if they are concerned.

b. Requests for translations appearing in PACMIRS publications will follow the procedure in 3a. above.

c. Requests for initial translations of documents in possession of PACMIRS will be routed to the Priority Control Officer. He will coordinate the request with the Liaison Officer concerned and with the Research Control Officer concerned. The Priority Control Officer will determine whether the document is already being translated and if so, the date on which it will be produced. If

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translation has not been undertaken and has not been recommended by the Panel, the Priority Control Officer will make recommendations to the Chief, PACMIRS, on the following points:

(1) the requesting agency be required to send a Liaison Officer to assist in the translation;

(2) partial or complete translation should be undertaken immediately;

(3) additional information should be obtained from the requesting agency;

(4) an additional scanning of the document should be made;

(5) there are special production problems involved which necessitate special handling;

(6) the item if translated, would be of general or limited interest; or that

(7) the deadline requested can or cannot be met.

4. Requests for Information

a. Requests for information will be routed through the Priority Control Officer as well as the Research Control Officer for Liaison Officers (if concerned), and directed to the Library and Information Section. The letter of transmittal to the requesting agency will be prepared for the signature of the Chief, PACMIRS, and copies will be supplied to the Research Control Officer or appropriate Liaison Officer and a copy provided for Headquarters Section File.

II. Suspense files to provide an adequate follow-up system will be maintained by the Research Control Officer, Priority Control Officer, Document Group, and Headquarters Section to assure the integration of the foregoing procedure.

For the Chief, PACMIRS:

Eugene A. Wright

EUGENE A. WRIGHT
Major, Infantry
Deputy Chief

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